The Online SC-SIC Membership and Information Reporting System

The SC-SIC Member Network catalogs School Improvement Council membership and reports on SIC compliance with SC state law. The Member Network is unique to SC-SIC and is the only product of its kind in the state's public education community, documenting thousands of individuals devoted to advancing civic engagement in public education in South Carolina. The information below describes what you need to know in order to use this valuable public education resource.

USER ACCOUNTS

- All SIC District Contacts obtain District User Accounts in order to oversee SIC membership reporting and compliance. These accounts allow District Contacts to monitor entry of membership information and SIC compliance for all schools in the district.
- SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices OR by entering all schools' SIC membership information from the school district office.
- **Passwords for last year's user accounts will not work for the 2008 – 2009 school year.**
- **To obtain new School or District User Accounts**, SIC District Contacts and school administrative personnel must visit the SC-SIC Member Network home page and click on **"Request a user account"**. The page can be accessed by:

  1. Going directly to the SC-SIC Member Network home page at **https://sic.ed.sc.edu/network/default.asp**.
  2. Visiting the SC-SIC web site, **http://sic.sc.gov**, clicking the "SC-SIC Member Network" navigation button on the left-hand side of the page, then clicking the **"Jump to the Member Network" link** the top of the new page.

- **Last year's users may request that their accounts be reactivated** by emailing Claudia Wolverton at wolverto@mailbox.sc.edu. **This request must be sent from the email address on the existing account.** Claudia will reactivate the account and the system will email a **NEW PASSWORD** to the email address on the existing account.
- After receiving a password, District and School Users can log onto the system to enter or obtain membership data for their SICs. (See numbers **1.** and **2.** above.)
- <u>**Only district and school personnel are authorized to obtain SC-SIC Member Network User Accounts and/or enter SIC membership information.**</u>

SC-SIC MEMBER NETWORK ADVANTAGES

- "<u>View the SIC Members</u>" is a new Read-Only function that **enables the public to view SIC membership and Compliance Reports for all School Improvement Councils**. No password is necessary to access Read-Only information. The information is not downloadable.
- SIC member contact information and Compliance Reports for individual School Improvement Councils are immediately available to School and District User Account holders.
- Account holders may easily download School Improvement Council membership contact information in an Excel-compatible format via the Member Network.

SCHOOL IMPROVEMENT COUNCIL COMPLIANCE REMINDERS

Councils must include a minimum of:

- 2 parents elected by parents
- 2 teachers elected by teachers
- 2 students elected by students (in schools with grades 9 - 12)

The Elected to Appointed Ratio

- There must be **twice as many Elected members as Appointed** members.
- There must be **one-half as many Appointed members as Elected** members.
- If a council has an odd number of Elected members the number of Appointed members must be adjusted by rounding up or down by 1.

IMPORTANT POINTS!

- Ex-Officio members **do not count in the Elected / Appointed ratio.**
- Appointed members **should not be teachers or parents with children at the school.**
- Appointed members should be drawn from <u>community members that represent the non-parent taxpayer as much as possible</u>.

AND, FINALLY…

- **By South Carolina state law, all SIC membership MUST be reported to the SC School Improvement Council by <u>NOVEMBER 15, 2008</u>!**